

REV UP!



MODULE 05

The Purchase Agreement:
A Detailed Review



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WELCOME TO REV UP! 05

IN MODULE 04, YOU LEARNED:

- The Seven Steps in the Sales Cycle
- Effective Client Communication
- Utilizing the DISC Profile

IN THIS MODULE, YOU WILL LEARN:

- Buyer Representation Agreement
- Agency Disclosure
- Purchase and Sale Agreement (*the offer paperwork*)
- Contingency Addenda
- Buyer/Seller Disclosures
- Counter Offer
- Multiple Counter Offers





CONTENTS.

CHAPTERS

Completing the Sale Paperwork

Pg. 01



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05

AFFIRMATION

Money flows to me freely and easily from expected and unexpected sources.

”

COMPLETING THE SALE PAPERWORK.

The primary goal of this workshop is for you to fully understand all the buyer paperwork, practice completing the forms and have samples to use for reference.

Request a copy of the Sale Checklist so you can revise and customize it to your needs.

The Offer and Acceptance form is an excellent tool to use in preparing your offers and keeping track of the key terms and specifics when negotiating the final sale. This document will also assist you in preparing the Buyer Cover Letter to submit with your offer to the Listing Agent.

Your Manager or Local Association will offer a detailed analysis of the Purchase Agreement and related documents. It is key that you attend these classes, and repeat them if necessary.

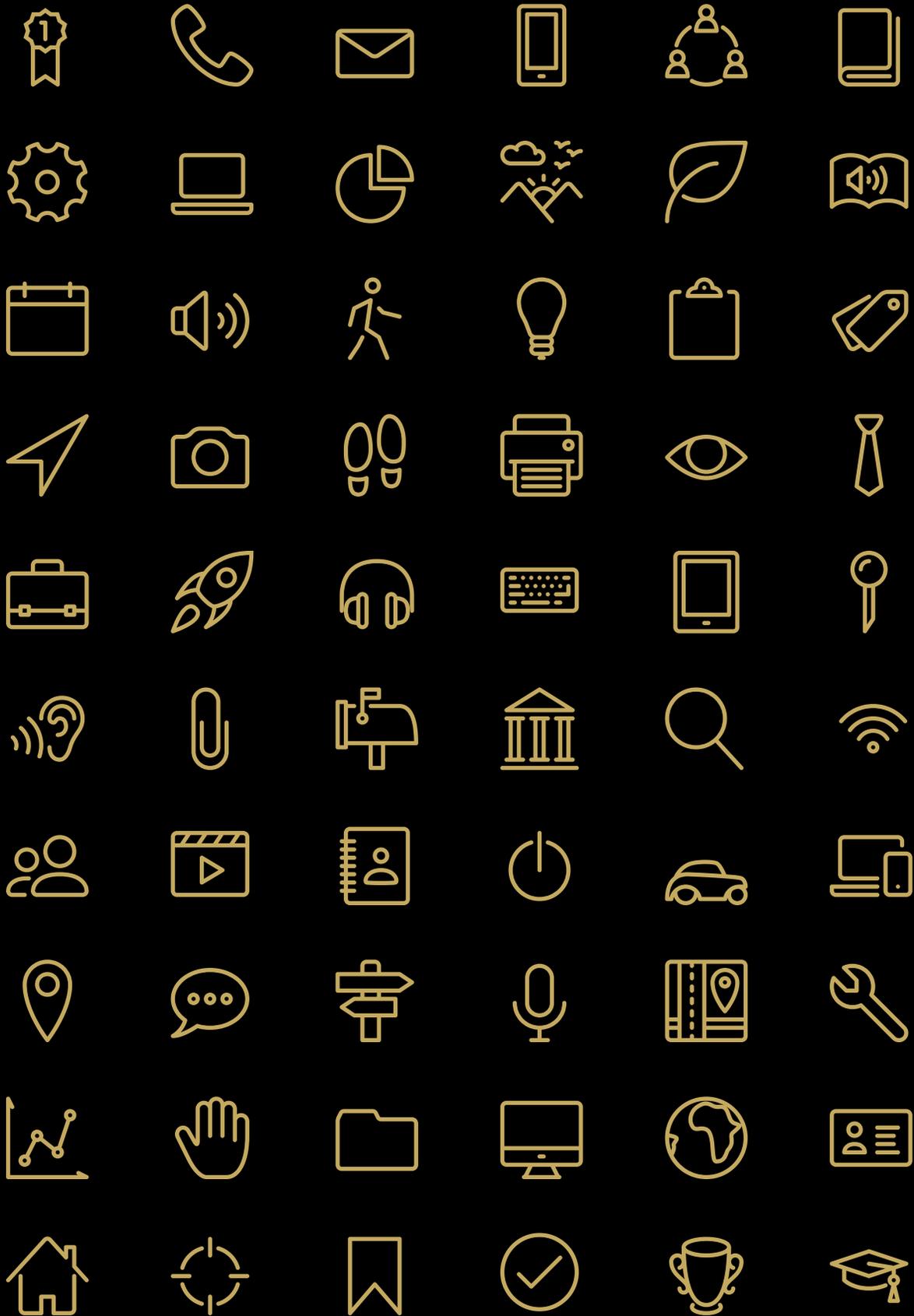
The best place to start is to print out and read every line of your Purchase Agreement and all related documents. It is key that you understand what they mean, and more importantly, that you can explain them to your clients.

The confident and comfortable you are with these documents, the more at ease your clients will be when completing them.

It is recommended that you begin to write practice offers, and that you do so on a variety of property types, loan types, cash offers and price ranges. Practice, practice, practice.

Your ability to write clean and clear offers will become one of your greatest value propositions to your clients. You will develop a reputation in your market as a quality agent who other agents want to work with.





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